

Proposal to Rent Advertising Space

Date: [Insert Date]

[Your Name]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to propose a rental arrangement for advertising space at [Venue Name] during the upcoming [Event Name] scheduled for [Event Dates]. We believe that our advertising will significantly enhance the event experience for attendees while providing an excellent exposure opportunity for our brand.

We would like to reserve the following advertising spaces:

- [List specific advertising space, e.g., banners, booths, digital screens]
- [Additional space if applicable]

The proposed terms for rental include:

- Rental Duration: [Specify duration]
- Rental Fee: [Specify amount]
- Payment Terms: [Specify payment terms]

We are confident that our collaboration will yield mutual benefits, offering visibility to our brand while enhancing your event. We are eager to discuss this proposal further and finalize details at your earliest convenience.

Thank you for considering our proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]